

# Office of the State Public Defender

## Administrative Policies

Subject: <b>Caseload Data Collection</b>	Policy No.: <b>210</b>
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### 1.0 POLICY

- 1.1** The Office of the State Public Defender (hereinafter OPD) will use information technology and caseload management systems to ensure that detailed expenditure and caseload data is accurately collected, recorded, and reported.

### 2.0 DEFINITIONS

- 2.1** "OPD Number" is the Office of the State Public Defender case number.  
**2.2** "State Public Defender" is an attorney hired by OPD as a state employee.

### 3.0 PROCEDURE

#### 3.1 Collection & Recording

- 3.1.1** Upon receipt of a notice of appointment of OPD, the Regional Deputy Public Defender determines the case assignment. The Regional Deputy Public Defender may assign the case to a contract attorney, or may forward the information directly to the appropriate public defender office for case assignment to a state public defender.
- 3.1.2** All case information, for cases assigned to contract attorneys or to state public defenders, is entered into a case management system and an OPD number is attached as an identifier to that case.
- 3.1.3** The OPD number may identify:
- 3.1.3.1** Specific Court
  - 3.1.3.2** Specific County
  - 3.1.3.3** Violation Type in District Court
  - 3.1.3.4** Violation Type in Courts of Limited Jurisdiction
  - 3.1.3.5** Violation Type by Statute for all District Courts
  - 3.1.3.6** Case year
  - 3.1.3.7** Case number gathered from charging document
- 3.1.4** Case information may include the date of appointment, the attorney assignment, all basic client information, specific charges filed, and any other information deemed useful by OPD.

#### 3.2 Case Count Detail Reporting

Case counts shall be reported by region, by court, and by case type.

### **3.3 Detailed Expenditure Data**

Existing or future technology shall provide detailed expenditure information. OPD currently uses the Statewide Accounting, Budgeting and Human Resource System (SABHRS) for all accounts payable, accounts receivable, general ledger and human resource functions.

#### **3.3.1 Accounts Payable**

All cases are assigned an OPD number, and all direct payments associated with a particular case (i.e., contract attorney costs, other professional fees, photocopy charges, travel costs, etc.) are processed through SABHRS using the OPD number.

#### **3.3.2 Payroll Expenditures**

Each state public defender is provided a biweekly timesheet which allocates time worked by OPD number. This information is included in the detailed expenditure reporting.

### **4.0 CLOSING**

Questions about this policy should be directed to the OPD at the following address:

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Administrative Service Division  
44 West Park  
Butte, MT 59701  
Phone 406-496-6080